

**BUILDING DEPARTMENT**

TOWN HALL • 525 WASHINGTON STREET – LOWER LEVEL • WELLESLEY, MA 02482-5992

MICHAEL T. GRANT
INSPECTOR OF BUILDINGS AND ZONING ENFORCEMENT OFFICER

FACSIMILE: (781) 283-5724
(781) 431-1019 EXT. 2228

BUILDING/CONSTRUCTION PERMITTING

The Town of Wellesley requires the issuance permits for almost all building and construction related activities within the Town. Before you start, please research the regulatory requirements of your project at the Building Department's website. We encourage you to call the Department for questions that are not available online.

APPLICATION CHECKLIST

1. Complete a Building Permit Application. (A [sample application](#) is available at the Department's website. An official application is available in paper format at this time only at Town Hall).
2. Submit a certified Plot Plan for new construction/renovation of decks, projects where the structural footprint is modified/changed, new construction, additions, accessory structures larger than 100-square feet, swimming pools, or porch conversions. A plot plan must satisfy these criteria:
 - a. Be prepared and signed by a Mass. Registered Land Surveyor and drawn on the back of the application where designated. *It cannot be stapled or affixed by adhesives (i.e., glue or tape) to the application;*
 - b. Show all existing buildings/structures on said lot and proposed new construction/renovation and their dimensions and setbacks from property lines at the nearest point;
 - c. Changes to existing or additions of new utility connections must be clearly shown and delineated;
 - d. Chimney & roof overhangs are allowed to extend into the required setbacks by 24-inches maximum. Bow/bay windows are allowed the same extension beyond the foundation; and
 - e. Mortgage or real estate-related transaction plot plans are not acceptable.
3. Complete a [debris disposal designation](#). The Town's [Recycling & Disposal Facility](#) accepts construction wastes for projects located within its municipal boundaries. Please see links for additional information.
4. Append a Construction Plan to the application (if necessary). A construction plan is required for projects that contain engineered lumber or steel. A plan must satisfy these criteria:
 - a. Be certified with the original wet stamp and signature of the registered design professional;
 - b. Not exceed 24"x36" in size; and



Town of Wellesley
Building Department
Building/Construction Permitting Checklist for Applicants
Page 2 of 3

- c. Show floor plans, elevations, cross-section, foundation, floor and roof framing, egress, window (rough opening, type & sizes), insulation or ventilation.
5. Complete a [Worker's Compensation Insurance Affidavit](#). Insurance company and policy number must be clearly designated. Please click on link for a sample copy of the document.
6. Complete a [Homeowner Builders' License Exemption](#) form if an applicant is not a construction professional. This exemption allows a homeowner to act as a general contractor or to engage the services for hire of an individual who does not possess a license whereby the homeowner/applicant of record acts as supervisor at the property of record.
7. A [ResCheck/ComCheck](#) must be submitted for additions and new home constructions. *See Appendix J* of the Mass. Building Codes for more information. This provision relates to energy efficiency and thermal coverage of a project.
8. Pay applicable [fee](#).
9. Other requirements. This section is intended to provide an applicant with additional information as they pertain to additional permitting requirements by other Town departments, boards or committees which are beyond the Building Inspector/Zoning Enforcement Officer's jurisdiction. The applicant of record is responsible for complying with any and all requirements identified below:
 - a. [Fire Department](#) approval is required for additions of bedrooms to an existing structure. Two copies of the construction plan must be approved and stamped by the Fire Department. Attach one copy of the approval to the Building Permit Application and retain one for your records;
 - b. [Board of Health](#) approval is required for septic systems, teardowns and demolitions, and new wells;
 - c. [Planning Board](#) approval is required for signage and activities affecting scenic ways;
 - d. [Historic District Commission](#) approval is required for projects located within designated historical district;
 - e. [Natural Resource Commission & Wetlands Protection Committee](#) approval is required for projects within 100 feet of a wetland, or within 200 feet of a perennial stream or river. A public hearing is required the pruning or removal of public shade trees;
 - f. [Board of Selectmen](#) approval is required for new and relocated curb cuts. Once a request has been approved, a Street Occupancy Permit must be obtained from the [Department of Public Works Engineering Division](#) for projects located on a public way;
 - g. [Department of Public Works](#) approvals are required for projects that impact water/sewer connections, street openings/excavations, storm water drains, sump pump connections, drainage changes, public shade tree, disturbance/removal of vegetative cover or utility connections;
 - h. Electrical, plumbing and gas permits are issued only to Massachusetts licensed professionals. Non-professionals and non-Commonwealth licensed professionals are prohibited by state law from engaging in these activities within the state;



Town of Wellesley
Building Department
Building/Construction Permitting Checklist for Applicants
Page 3 of 3

- i. [Wellesley Municipal Light Plan](#) approval is required for all electric utility connections; and
 - j. [Inspections](#) of permitted projects are required in sequential order. The sequence of inspections is described online. Generally, the types of inspections include excavation, foundation, rough plumbing and electrical, rough framing and fire/draft stopping, insulation/thermal envelope, and final building.
10. The Building Inspector/Zoning Enforcement officer and his agents reserve the right to prescribe additional permitting requirements that are not described herewith and which are deemed necessary when circumstances warrant.